

## QUARTERLY PROJECT NARRATIVE REPORT

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*According to the terms and conditions of the grant, each grant recipient is required to submit a quarterly progress report. This format will assist you in providing the required*

### Sub-recipient and program Identifying information

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**1a. Contractor Name**

SEATTLE CITY LIGHT

**1b. Project name**

PACIFIC NW REGIONAL SMART GRID WORKFORCE DEVELOPMENT PROJECT

**1c. Contract Period of Performance**

October 1, 2011 – December 31, 2011

**1d. Reporting Quarter End Date**

12/31/11

**1e. Name and Phone Number of Person Submitting Report**

**Karen DeVenaro 206-386-1604**

**1. Accomplishments with the Goals and Objectives:**

Include a comparison of the actual accomplishments with the goals and objectives established for the Project (Workplan Goals and Objectives) and reasons why the established goals were not met.

MAJOR PROJECT COMPONENT (OBJECTIVES – REFER TO PMP)	TASKS/ACTIVITIES (REFER TO PMP)	OUTCOMES/DELIVERABLES	PERCENT COMPLETE	ACCOMPLISHMENTS THIS QUARTER
Complete Building Modifications to the structure that will house meter training lab	<ul style="list-style-type: none"><li>Contract with vendor to provide foam floor supports</li><li>Remove unnecessary walls</li><li>Install necessary technical infrastructure</li><li>Install workbenches, training carts and wall-</li></ul>	<ul style="list-style-type: none"><li>The building will be ready for occupancy</li><li>The meter training equipment purchased through the grant will be able to be installed and used in an appropriate facility</li></ul>	95%	<p>Building Operations has given us the go ahead to move equipment and supplies into the Bldg. G.</p> <p>90% of the equipment is purchased and prepared for delivery and the Warm Up Boards are ready to be shipped and invoices to be delivered in January 2012.</p>

MAJOR PROJECT COMPONENT (OBJECTIVES – REFER TO PMP)	TASKS/ACTIVITIES (REFER TO PMP)	OUTCOMES/DELIVERABLES	PERCENT COMPLETE	ACCOMPLISHMENTS THIS QUARTER
	mounted training installations			
Complete Installation of Meter and Smart Meter Training Equipment	<ul style="list-style-type: none"> <li>Install the following components, various types of current transformers, ION meters, testing equipment, communications equipment and other related meter training equipment</li> </ul>	<ul style="list-style-type: none"> <li>Equipment to train skilled-trades workers, both apprentice and journey-level, will be in place</li> </ul>	<ul style="list-style-type: none"> <li>90%</li> </ul>	<ul style="list-style-type: none"> <li>Equipment is on site and purchased and delivery for Warm up boards to be delivered in January 2012.</li> </ul>
Delivery of Smart Grid Training to Utility Workers	<ul style="list-style-type: none"> <li>Identify Instructors</li> <li>Train Instructors on pre-developed curriculum</li> <li>Deliver training to: journey-level skilled trades workers, apprentices, meter readers and other demand-side utility workers affected by implementation of Smart Grid Technology</li> </ul>	<ul style="list-style-type: none"> <li>Capacity of Training Lab: 10 students</li> <li>Anticipated number of training sessions to be offered: 2 per month x 18 months = 360 workers trained</li> </ul>	<ul style="list-style-type: none"> <li>10%</li> </ul>	<ul style="list-style-type: none"> <li>Set up subcommittee to review applications and qualifications for meter techs/instructors.</li> <li>Reviewing projects supplied meter tech. topics and subjects Suggested training for meter techs. for Smart Grid Training.</li> <li>Coordinating SCL's curriculum development with Avista's for meter tech training.</li> </ul>

## 2. **Discussion of Accomplishments:**

Include a discussion of what was accomplished under these goals during this reporting period, including major activities identified in the Workplan Goals and Objectives, significant results, major findings or conclusions, key outcomes or other achievements. ***The retrofit of the building in which the meter lab will be housed is now approximately 75% completed. This is our biggest accomplishment of the quarter. In addition, we have placed orders for a variety of specialized training equipment, as well as some of the furnishings which will be installed in the lab.***

**3. Cost Status:**

Show approved contract budget and spend plan compared with the actual costs incurred and variance. See attached invoices and explanation.

**4. Schedule Status:**

We have been working diligently to be back on schedule and it looks like we will be able to meet our commitment.

**5. Number of individuals Hired by SCL into Apprenticeships.**

14 Lineworker Apprentices this quarter. \*\*will include next quarterly report all project related that might have occurred at Seattle City Light.

**6. Significant Changes:**

Concluded Match Tracking Training. Conducted tours of Smart Grid Meter Training Center.

**7. Problems or Delays:**

None this quarter.

**8. Personnel Updates:**

Project Partners at SCL:

Sheri Tanaka-Eng (awarded the duties of documenting and reporting match).

We have identified the Subject Matter Experts that will be developing the infrastructure of the training lab.

**9. Product or Technology Production:**

None